



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG SPECIALIST

Job Number: 20001770

Job Code: 94500V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 10/01/1984

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Analyzes issues and advises senior staff in the design and marketing of the state's tax-exempt bonds. Implements the state's investment policies to include execution of daily investments. Provides input to the consensus forecasting group, predicting revenue and resources from data received and analyzed. Assists in maintaining the computer model and updates in a timely manner for current availability of information; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or a related field.

EXPERIENCE:

Must have three years of experience with a financial institution, corporation, college, university, state, local or federal government in financial analysis, economic analysis, tax administration, financial planning, cost analysis, credit analysis or loan analysis, accounting, or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in economics, business administration, mathematics, public finance or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in any of the above areas will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages short-term taxable money market investments and/or tax-exempt variable rate demand obligation programs and makes recommendations to director. Monitors various databases and accounting information for accuracy relative to the ongoing activities of the investment and debt management programs. Compiles, evaluates and provides sophisticated analyses and recommendations to senior staff concerning a wide range of short-term investment and debt management projects and programs to include alternative derivative strategies. Evaluates capital market data, both internally and externally generated, for information and events pertinent to the management of short-term investment and debt management programs and makes recommendations to senior staff and director. Acts as staff liaison to state agencies regarding investment and/or debt management programs. Performs legislative reviews essential to senior staff and managers and drafts regulations relative to debt and investment management programs. Serves on selection committees for Requests for Proposals. Assists forecasting chief with fine tuning of the Macroeconomic Model of Kentucky and others in every aspect of forecasting to enable the state to demonstrate current figures which also relate to regional and national data. Maintains all records and reports relative to the state's investment and debt management programs. Maintains database with all necessary financial, demographic and commodity information necessary for good forecasting.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.